LETTER FROM THE AFFILIATE ASSEMBLY CHAIR

Dear Affiliate Assembly Leaders:

Welcome to AASL Affiliate Assembly 2017-2018!

Whether this is your first experience serving AASL through the Affiliate Assembly or you are someone who has served in this capacity before, we are glad you are here. Since AASL released the new National School Library Standards, it is an exciting time to be a representative on the Affiliate Assembly.

To prepare for this year’s Affiliate Assembly, read this handbook and familiarize yourself with Affiliate Assembly. This will help you understand your duties and to see what we have planned for working with the new National School Library Standards and other areas related to strength our profession, read this handbook and familiarize yourself with Affiliate Assembly.

To get started:

First, log in to ALA Connect (http://connect.ala.org).

• Set up your personal profile, including adding your picture!
• Under My Communities on the left sidebar, make certain you are in the AASL Affiliate Assembly group and your Region group. If you are unsure of your region number, you will find a listing at this link: http://www.ala.org/aasl/about/affils/regions
• As you visit a Communities page, be certain to click the My Group settings link at the top of page and tick the box to enable notifications. NOTE: You must enable notifications for each Community, Committee, or Division to which you belong.
• You will find that ALA Connect is your way to stay connected to all members of Affiliate Assembly.

Next, download and save this AASL Affiliate Assembly Delegate Handbook. The handbook includes information about the framework of the organization, the leadership, and your role as a delegate. Take time to study it and highlight what you feel is crucial for you to fulfill your duties as an assembly delegate.

Finally, I want to encourage you to engage with your fellow Affiliate Assembly Delegates, Regional Representatives, and Directors. Though your time of service here may seem long, it will fly by. Be certain to leave each assembly gathering with new contacts of colleagues from across the country. I ask that you foster professional relationships and forge lifetime friendships as a memory of your participation here.

Thank you for taking an active role in your professional association at both the state and national levels. I look forward to seeing you at both ALA Midwinter and ALA Annual!

Feel free to contact me if I can assist you during your time on AASL Affiliate Assembly.

Best,

Kelly Miller
Affiliate Assembly Chair 2017-2018
All current affiliated organizations will be required to re-affiliate in 2018. Details and instructions will be covered during the ALA Midwinter Meeting but the following will hold:

- All information will be submitted electronically using an online form.
- AASL member lists, by state, will be hand delivered to Affiliates at Midwinter as well as sent electronically.
- If there are no changes to your Affiliate bylaws/constitution you do not need to re-submit.
- Re-affiliation paperwork must be filed online no later than March 31.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>July 1</td>
<td>New officers take seat on AACT</td>
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<tr>
<td>July 15</td>
<td>ALA Connect “turns over”. This means that the new AACT members will be added to the ALA Connect AACT account. For the Affiliate Assembly ALA Connect space updates are ongoing since elections are held at different times throughout the year and delegates typically turn over after the state elections.</td>
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<tr>
<td>July 30</td>
<td>Affiliate Assembly minutes, approved concerns and approved commendations are posted to ALA Connect.</td>
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<tr>
<td>October 22-December 31</td>
<td>Delegates will be drafting concerns and the region will have a conference call to discuss and share their drafted concerns.</td>
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| ALA Midwinter  | Saturday, 1:00-3:00 pm- Leadership Development Training  
|                | Sunday, 8:00-9:00 am- Optional “Candidates Forum” (Breakfast Served)  
|                | 9:00 am- 1:00 pm – Announcements, Caucus, Roundtable Discussion |
| February 28    | Final concerns submitted to Headquarters/AACT.                                  |
| April          | AASL executive committee reviews concerns and submits any comments back to AACT    |
| May            | AACT works with Affiliates/Region for any additional refinement of concerns        |
| May 31        | Final concerns and commendations due to AASL headquarters                         |
| Early June     | AACT conference call/connect discussion and vote on final commendations to move forward and any recommendations on combining concerns |
| June           | Two weeks prior to ALA Annual final concerns and commendations posted to Affiliate Assembly ALA Connect space for delegates to review prior to ALA Annual |
| ALA Annual     | Schedule:  
|                | Friday, Noon-4:00 pm- Optional “Affiliate Leadership Conference”  
|                | Friday, 7:00-9:00 pm- Leadership Development Training  
|                | Sunday, 8:00 am- Noon- Announcements, Elections, Concerns/Commendation Voting (Breakfast Served) |
ALA MIDWINTER – DENVER, COLORADO

AFFILIATE ASSEMBLY I - SATURDAY, FEBRUARY 10TH; 1:00 PM-3:00 PM
CONVENTION CENTER ROOM 702-704-706

1:00  Welcome and Greetings
1:05  Call for Nominees for Affiliate Assembly Chair-Elect*
1:10  Leadership Development, Special Presentation (TBD)
2:15  Q&A and Discussion
3:00  Adjournment

*Please submit completed petition forms by 12:00 p.m. on Sunday, February 11th, during the Affiliate Assembly II Meeting.

CANDIDATES’ FORUM – SUNDAY, FEBRUARY 11TH; 8:00 AM-9:00 AM
CONVENTION CENTER ROOM 107-109-111

This is not required event, but all delegates are encouraged to attend, and to share information with their affiliate upon return regarding the AASL candidates for the upcoming election. Breakfast will also be served at this time.

AFFILIATE ASSEMBLY II – SUNDAY, FEBRUARY 11TH; 9:00 AM-1:00 PM
CONVENTION CENTER ROOM 107-109-111

9:00  Introduction and Thanks to Our Sponsors
9:15  AASL President Report/ Review of the Concerns Outcomes – Steven Yates
10:00  Caucus - Delegates will work in small groups, typically by region, to work on their Concerns.
11:00  Break
11:30  State EcoSystem Initiative Workshop (in collaboration with ALA’s Chapter Relations and Office of Library Advocacy Offices)
## ALA Annual – New Orleans, Louisiana

### Affiliate Assembly 1 – Friday, June 22\(^{nd}\); 7:00 PM-9:00 PM

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>7:00</td>
<td>Welcome and Greetings</td>
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<tr>
<td>7:05</td>
<td>Call for Nominees for Recording Secretary</td>
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<tr>
<td>7:10</td>
<td>Special Presentation(s)</td>
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<tr>
<td>7:45</td>
<td>Approval of Midwinter Minutes</td>
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<tr>
<td>7:55</td>
<td>Results of Concerns and Commendations from AACT</td>
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<tr>
<td>8:15</td>
<td>Review of Concerns in Groups</td>
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<tr>
<td>8:45</td>
<td>Final Announcements (Announcement of Candidates for Recording Secretary)</td>
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<tr>
<td>9:00</td>
<td>Adjourn</td>
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### Affiliate Assembly II – Sunday, June 24\(^{th}\), 8:00 AM-12:00 PM

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<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>7:30</td>
<td>Sponsored Breakfast</td>
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<tr>
<td>7:30</td>
<td>Credentialing (<em>Each Affiliate will need to designate two official delegates who will sign in and receive a voting paddle prior to the start of the meeting.</em>)</td>
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<tr>
<td>8:00</td>
<td>Introduction and Thanks to Our Sponsors</td>
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<tr>
<td>8:10</td>
<td>Regional Caucus/Regional Representative Selection</td>
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<tr>
<td>9:15</td>
<td>AASL Announcements, President, Steven Yates</td>
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<tr>
<td>10:00</td>
<td>Break</td>
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<tr>
<td>10:15</td>
<td>Chair Elect &amp; Recording Secretary Candidate Speeches &amp; Election</td>
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<tr>
<td>10:30</td>
<td>Concerns Discussion &amp; Voting</td>
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<tr>
<td>11:00</td>
<td>Commendations Discussion &amp; Voting</td>
</tr>
<tr>
<td>11:50</td>
<td>Announcement of Election Results &amp; Final Announcements</td>
</tr>
<tr>
<td>12:00</td>
<td>Adjourn</td>
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AASL Affiliates have a continuous and multi-layered connection to the governance structure of the association.

Each Affiliate organization has two paths of impact. First, AASL Affiliates are assigned a region and each region has a Director position that is elected through the general elections. Secondly, each AASL Affiliate designates two delegates to serve in the AASL Affiliate Assembly who bring forth Concerns to the AASL Board of Directors.

Raising issues of importance from the local level to the national board is the primary role of the Affiliate Assembly. On the reverse side, the Affiliate organizations are also a vehicle for communications out to the state and local level school librarians. Aside from general information regarding AASL News and Events the association also relies on Affiliates to respond to ‘calls for action’ when a legislative or advocacy issues arises.
WHO DOES WHAT

AASL REGIONAL DIRECTORS

An AASL Regional Director serves as a voting member on the AASL Board of Directors and represents the interests of the AASL member-at-large, as well as those members within his/her region.

Throughout the year, an AASL Regional Director should:

- Submit a Region Report for inclusion in the AASL Board of Directors board book for the ALA Annual and ALA Midwinter meetings
- Reach out to each affiliate within their region and ask to be added to their communication vehicles (listservs, e-newsletters, etc.)
- Attend the AASL Affiliate Assembly meetings at ALA Annual and ALA Midwinter
- Be a communication vehicle regarding AASL Board of Director decisions and AASL Affiliate Assembly concerns

* Regional Directors are offered travel funds, through the AASL budget, to off-set attending a state conference held outside of the state in which they reside. Particularly for those states who are unable to send representatives to each Affiliate Assembly meeting it is critical to extend an invitation for this AASL representation to ensure the state level concerns are heard and that national information and news is being received. The visited affiliate is asked to waive conference registration fees and any tickets events.

AFFILIATE ASSEMBLY COORDINATING TEAM (AACT)

The Affiliate Assembly Coordinating Team consists of a Chair, Chair-Elect, Secretary and then one Regional Representative for each region. Additionally, the Immediate Past Chair, AASL President, AASL Past President and AASL Executive Director serve as ex-officio members.

AACT serves to review and discuss the initial Concerns and Commendations submitted by the Affiliates and ensure that the most viable and pertinent ones are moved forward. Often several Concerns address similar issue and the AACT works to craft a combined Concern that addresses the requested action of more than one submission. If a Concern is submitted in which AASL simply has no jurisdiction to address they will likely withdraw from the Affiliate discussion so that the limited time available for discussion and voting goes to viable issues.

Throughout the year, the Affiliate Assembly Coordinating Team (AACT) should:

- Prepare and approve the agendas for the meetings
- (AACT Chair) Convenes and presides over meetings
- (AACT Chair-elect) Coordinate nominations and elections process
- (AACT Secretary) Record minutes and attendance for AACT and Affiliate meetings
**REGIONAL REPRESENTATIVES**

The Affiliate Assembly Regional Representatives are selected from among the official Affiliate Assembly delegates by the regional delegation for a one-year term. Each Regional Representative receives an automatic seat on the AACT. As the Regional Directors are the go-between for the Affiliates and the AASL Board, the Regional Representatives are the go-between for the Affiliates and the AACT.

Throughout the year, the Regional Representatives should:

- Facilitate communication between the affiliates in their region between conferences
- Coordinate the annual concerns and commendations process
- Submit Concerns and Commendations
- Facilitate the conversation when regions caucus during assembly meetings

Regional Representatives are also invited to attend the AASL Board of Directors meetings at Annual Conference and Midwinter.

**AASL AFFILIATE ASSEMBLY DELEGATES**

Each AASL Affiliate organization may have two (2) delegates. An AASL Affiliate Assembly delegate should be someone who is actively involved in the state affiliated organization and who has a clear understanding of the issues, trends, and concerns of school librarians within their state or region. Any delegate may bring forward a Concern to the Affiliate Assembly for discussion. They also have one vote when Concerns are called for a vote by the Affiliate Assembly Chair. Throughout the year, and during the Affiliate Assembly meetings, an AASL Affiliate Assembly Delegate should:

- Confer with state Affiliate leadership and state members to vet possible Concerns
- Identify issues of mutual concern and benefit to the affiliate and AASL
- Communicate Concerns passed by Affiliate Assembly back to state leaders and members
- Stay informed of AASL activities and report to state members
- Promote AASL events, activities and offerings to state members
- Submit affiliate events, awards and activities to AASL for marketing and promotion

*It is recommended that each state affiliate ensure that their AASL Board Regional Director, and Affiliate Regional Representative, be included in state communication vehicles (listservs, e-newsletters, etc.)*

**NOMINATIONS AND ELECTIONS**

All candidates for Affiliate Assembly positions must be personal members of AASL, and have previous experience as a delegate to the Affiliate Assembly. Persons can hold only one elected office within the Affiliate Assembly.

Nominations (including self-nominations) for Chair-Elect of the Affiliate Assembly will open at Midwinter Affiliate Assembly I and close at Affiliate Assembly II. Candidates for chair-elect will have the opportunity to give a 5-minute speech at the Annual Conference Affiliate Assembly II meeting.
Nominations for secretary will be open and closed during Affiliate Assembly I at Annual Conference. Elections for both positions will be held during Affiliate Assembly II at Annual.

**AFFILIATE TOOLS**

**AASL AFFILIATE LOGOS**

*Any current affiliated organization may, and is encouraged, to use the “AASL Affiliate Organization” logo to post to their website, publish on material, etc. Several options are available for affiliates to download here [http://www.ala.org/aasl/about/affils/promo](http://www.ala.org/aasl/about/affils/promo)*

**NOTE:** this is a new logo with AASL’s new tagline so please update any use of the previous version.

**AFFILIATE CONFERENCE MATERIAL AND BOOK SALES**

- Material Request Form
  [http://www.ala.org/aasl/sites/ala.org.aasl/files/content/aboutaasl/affils/docs/Membership_Materials_Request_0.pdf](http://www.ala.org/aasl/sites/ala.org.aasl/files/content/aboutaasl/affils/docs/Membership_Materials_Request_0.pdf)

- Publication Consignment Order Form – Contact Stephanie Book ([sbook@ala.org](mailto:sbook@ala.org)) for information on consignment orders and pre-sales of National School Library Standards at AASL member pricing for your affiliate members.
AFFILIATE RESOURCES

- Affiliate Assembly 101 Webinar
  https://ala.adobeconnect.com/_a1087453682/p7r1fvhfurd/?launcher=false&fcsContent=true&pbMode=normal

- Statements of Concerns and Commendations Development Webinar
  http://ala.adobeconnect.com/p4ju4xoqkab/

- Statement of Concern Form
  http://www.ala.org/aasl/sites/ala.org.aasl/files/content/ConcernForm%20-%202017.docx

- Statement of Commendation Form
  http://www.ala.org/aasl/sites/ala.org.aasl/files/content/working-with/Commendation_Form_Feb-10.doc

- ALA Connect Tutorials
  http://www.ala.org/aasl/about/committees/connect-tutorials

- Contact Information Update Form
  http://www.ala.org/aasl/about/affils/update

- Presidential Travel Information

ADVOCACY MATERIAL

- “Ask Me How” message cards and button art
  http://www.ala.org/aasl/about/affils/promo
  *AASL and the ALA Public Awareness Office worked with an external public relations firm to develop four concise points that have high impact with non-library audience.

- Infographics
  http://www.ala.org/aasl/advocacy/resources#infographic
  *Includes the “School Librarians Transform Learning” and “Strong School Libraries Build Strong Student”

  http://www.ala.org/aasl/advocacy/tools/transforming
*Note that packs of 25 can be ordered for shipping cost only (http://www.alastore.ala.org/detail.aspx?ID=11482) but we will also include a free back in material request for affiliate conferences until in-house stock is gone.

- AASL ESSA and School Libraries Website http://essa.aasl.org/

**ALA RESOURCES**

- ALA Office for Library Advocacy http://www.ala.org/offices/ola
  *AASL and ALA are ready to assist as advocacy issue arise at the state, district of school level.

- ALA Office for Intellectual Freedom http://www.ala.org/offices/oif
  *Available to any school librarian, the Office for Intellectual Freedom can assist with any technical or legal questions regarding intellectual freedom topics or concerns.

- ALA Washington Office http://www.ala.org/offices/wo

  *Sign up for the “District Dispatch” and “Legislative Action Center” to stay on top of national legislative concerns impacting libraries of all types.

**AFFILIATE ASSEMBLY CONNECTIONS & COMMUNICATIONS**

To ensure that the most update to date information is available to delegates we do not print rosters in the handbook but rather ask that you refer to the AASL website for the most current information. AASL makes every effort to maintain up-to-date information but please contact aasl@ala.org if there are any corrections.

- Affiliate Assembly Coordinating Team (AACT) http://www.ala.org/aasl/about/affils/ec

- Current Affiliated State and Regional Organizations (AASL’s Affiliate Assembly) http://www.ala.org/aasl/about/affils/regions
*This page allows you to see what region you state is in and what other states are included. Select your Region and you will then be taken to a page that lists your Regional Directors, Regional Representative, as well as each state’s information.

- AASL Board of Directors  
  [http://www.ala.org/aasl/about/board](http://www.ala.org/aasl/about/board)

- AASL Headquarters Staff  
  [http://www.ala.org/aasl/about/staff](http://www.ala.org/aasl/about/staff)

- Affiliate Assembly Meeting Minutes and Notes  
  [http://www.ala.org/aasl/about/affils/minutes](http://www.ala.org/aasl/about/affils/minutes)

- Affiliate Assembly ALA Connect Space  
  [http://connect.ala.org/node/83045](http://connect.ala.org/node/83045)

  *If you are a delegate and not currently listed on the “Member” roster please email Shannon Carter at scarter@ala.org. If you are not familiar with ALA Connect you can locate some tutorials on this page [http://www.ala.org/aasl/about/committees/connect-tutorials](http://www.ala.org/aasl/about/committees/connect-tutorials).

- Concerns Database  
  [http://www.ala.org/aasl/about/committees/connect-tutorials](http://www.ala.org/aasl/about/committees/connect-tutorials)

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**REGIONAL CONFERENCE CALL LINE**

AASL has a conference call line that can be used to conduct regional meetings. It is very important that prior to finalizing a conference call the date and time be confirmed with AASL for availability. These conference lines are also used by committees, board, and webinar presenters and so there are dates/times that will not be available. Also, a staff member will need to initiate the call but will leave the line as soon as the call starts.

To confirm a date/time and to receive the information and instructions email scarter@ala.org.

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**IMPORTANT AASL INFORMATION**

- AASL Mission Statement  
  [http://www.ala.org/aasl/about/governing-docs#mission](http://www.ala.org/aasl/about/governing-docs#mission)

- AASL Strategic Plan  
  [http://www.ala.org/aasl/about/governing-docs/strategic-plan](http://www.ala.org/aasl/about/governing-docs/strategic-plan)

- AASL Policies  
  [http://www.ala.org/aasl/about/governing-docs/policies](http://www.ala.org/aasl/about/governing-docs/policies)
• AASL Bylaws
  http://www.ala.org/aasl/about/governing-docs/bylaws

• AASL Conferences and Meetings (includes AASL @ ALA)
  http://www.ala.org/aasl/conferences

• Requests for Proposals (links to online proposal submissions for conferences will be posted here)
  http://www.ala.org/aasl/conferences/rfp

• Get Involved Form
  http://www.ala.org/aasl/getinvolved

• Knowledge Quest
  http://knowledgequest.aasl.org/

• KQ Express (submit AASL members who receive an affiliate award/recognition for the member spotlight)
  http://www.ala.org/aasl/pubs/KQexpress

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**MARK YOUR CALENDARS**

**ALA MIDWINTER, 2018**

Affiliate Assembly I
Saturday, February 10\textsuperscript{th}
1:00 pm-3:00 pm
Colorado Convention Center – Rm 702/704/706

Affiliate Assembly II & State EcoSystem Initiative Workshop
Sunday, February 11\textsuperscript{th}
9:00 am-1:00pm*
Colorado Convention Center – Rm 107/109/111
*Breakfast will be served during the Candidates’ Forum from 8:00 am-9:00am

**ALA ANNUAL, 2018**

Affiliate Leadership Conference
Friday, June 22\textsuperscript{nd}
12:00 pm-4:00 pm
Location TBD
Affiliate Assembly I
Friday, June 22\textsuperscript{nd}
7:00 pm-9:00 pm
Location TBD

Affiliate Assembly II
Sunday, June 24\textsuperscript{th}
8:00 am-12:00 pm
Location TBD